

Unit of Competency**Functional Area: Shipping Documents and Management**

Title	Compile transport documents
Code	105177L2
Range	This unit of competency is applicable to practitioners in import and export industry. Practitioners should be capable of compiling relevant transport documents for customers so as to facilitate import, export, and trading activities.
Level	2
Credit	3 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> 1. Possess basic knowledge of shipping and transport documents <ul style="list-style-type: none"> • Describe the types and use of transport documents • Describe the processes of good transport and trading • Name the companies, government departments or organisations which issue or approve transport documents • State the time and process required for handling transport documents • Describe the legal provisions of transport documents and their implications • State the information and source required for compiling transport documents • Describe the guidelines for filling in or inputting information • Describe the technical terms and abbreviations used in the fields of transport, logistics, trading, and finance • Describe the use of appropriate format, wording and units for filling in good information 2. Compilation of shipping and transport documents <ul style="list-style-type: none"> • Handle relevant transport documents, including: <ul style="list-style-type: none"> • Prepare the information of the goods from shippers • Contact relevant persons for obtaining supplementary information • Filling in documents or use computer to input required information • Make use of computer software or databases on an internet platform to obtain information • Verify the information • Submit to the issuing officer for signature so as to release or confirm the release of such documents • Send the documents to the receiver
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"> • Capable of compiling relevant transport documents properly according to delivery orders.
Remark	This UoC is adapted from the Logistics UoC LOCUIE207A